

FIRE BUDGET/FINANCE SUPERVISOR

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of complex and highly responsible professional duties involved in the study, planning, development and implementation of the Fire Department's administrative/budget systems, programs, policies, procedures and practices; to provide highly complex administrative support to the Fire Chief and command staff.

Supervision Received and Exercised:

Receives general direction from the Fire Chief.

Exercises direct supervision over lower level para-professional and/or administrative assistant staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Work closely with the Fire Chief and command staff to recommend and implement goals and objectives for special programs, projects and systems; participate in Fire department's short and long-term planning; establish schedules and methods for program operations; supervise the implementation of policies and procedures.
- Supervise and prepare, administer and monitor the Fire Department's operating and
 capital improvement budgets; supervise/coordinate the budgeting process; maintain
 and monitor budget controls for the department; prepare and/or approve budgetary
 transfers as required; prepare cost estimates for budget recommendations and submit
 justification for budget items; monitor and control expenditures; advise managers and
 other administrative personnel on budget problems, policies, and procedures.
- Participate in the department's strategic planning process and play a major role in other larger scope financial issues such as land acquisition for new fire facilities, generation of revenue and the long range financial health of the Fire Department.
- Provide oversight of the Fire Service Accreditation program which includes coordinating the Self Assessment and Site Visits from Fire Accreditation International representatives. Collect and maintain detailed analysis of operations and functions of the department. Submit yearly reports to the Commission to maintain accreditation status.

- Supervise assigned staff; participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Supervise and perform extensive research for special projects; collect information on operational and administrative problems and perform comprehensive analysis; synthesize information and make recommendations on policy issues; prepare comprehensive administrative, operational, and statistical reports or manuals; present issues and recommendations to various committees, the Mayor, and/or the City Council; supervise and prepare quarterly and annual reports.
- Supervise and review, respond to and resolve a variety of requests or complaints from City employees and/or the general public requiring interpretation of regulations, policies and procedures; research background and confer with management and legal counsel to determine the City's position on the issue; communicate with parties involved; coordinate/implement solutions to resolve problems.
- Act as the Fire Chief or Assistant Fire Chief's representative at meetings; attend, facilitate and speak at conferences and workshops; prepare and give other presentations.
- Create and participate on interdepartmental task forces designed to solve specific problems; speak to community groups regarding City, department or division programs; serve as liaison between citizens and City departments or divisions; respond to press inquiries and may state City's position if authorized to do so.
- Supervise, prepare and assist others in the preparation of specifications for department or division purchases; make recommendation for bid awards; approve and monitor requisitions for payments and purchases in the department or division.
- Monitor, track, coordinate, recommend, investigate and provide assistance related to personnel issues in the department or division including evaluations, promotions, hirings, disciplinary actions, terminations, position classifications and job descriptions; serve as primary Human Resources contact for the department/division.
- Confer with and provide guidance and direction to Fire Chief and other command staff; advise supervisors on the technical and/or administrative management of their operations and inform them on City-wide policies and procedures; resolve administrative and technical problems with other staff and employees.
- Perform related duties as required.

CITY OF TEMPE (Fire Budget / Finance Supervisor)

Minimum Qualifications

Experience:

Five years of responsible professional administrative or program management experience in a public agency, including professional experience in budgeting or finance work. Some supervisory experience over para-professional and/or administrative staff is desirable.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration or degree related to the core functions of this position. A Master's degree is highly desirable.

Licenses/Certifications:

None

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 384

Status: Exempt / Classified